



Department of Education and Lifelong Learning

First Aid at Work Policy for Education Establishments

November 2002

FOREWORD

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid in Education Establishments. The requirements for statutory provision of First Aid have been taken into account. Failure to implement the procedures contained in this document could result in a criminal offence.

AUTHORITY FOR ISSUE

This document is issued under the authority of the Director of Education and Lifelong Learning.

This document is applicable throughout all Education Establishments¹ in the Department of Education and Lifelong Learning (DELL).

STATUS AND IMPLEMENTATION

This document is part of a suite of documentation applicable to the Department of Education and Lifelong Learning (DELL). All other documentation, relevant to DELL, must be complied with, including: all appropriate statutory, local government, regulatory authority e.g. Health and Safety Executive (HSE), Corporate and Departmental documentation.

Any comments on this document, or any difficulties in implementation, should be brought to the attention of the Director of Education and Lifelong Learning through the usual line management channels.

REVISION

This document will be reviewed on a regular basis to confirm that the arrangements are still appropriate.

A review will also take place if there are any significant changes in the arrangements.

The document, including the appendices, will be revised and reissued within not more than three months from the review date, where this is necessary.

SIGNED and DATED

Director of Education and Lifelong Learning

Issue date: 05 November 2002

Review date: **05 November 2003**

¹Please see paragraph 3.3

First Aid at Work Policy for Education Establishments

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1. Context

The Corporate First Aid at Work Policy is made as an extension to the Corporate Health, Safety and Welfare Policy and is to be put into effect in all Departments of the City Council, including the Department of Education and Lifelong Learning (DELL). Within DELL, the Health, Safety and Welfare Policy and the Model Health, Safety and Welfare Policy for Education Establishments implement the Corporate Policy. This document has been adapted to reflect the First Aid needs of Education Establishments. It represents the minimum standard to be adopted for all Education Establishments in DELL.

2. Introduction

- 2.1 The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons, equipment etc., to deal with First Aid emergencies and ill-health occurring at work. This policy implements the legislation within DELL.
- 2.2 Facilities must be provided to ensure that First Aid is rendered to employees, visitors, service users (including students), volunteers, agency staff etc, if they become ill or are injured at work or under the jurisdiction of the Establishment, on or off site.
- 2.3 First Aid is provided to:
 - Preserve life
 - Limit the effects of the condition and
 - Promote recovery.
- 2.4 First Aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries. It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid.

3. Definitions

- 3.1 First Aider is a person who has attended, successfully completed and has a valid certificate for the 4 day "First Aid at Work" training.
- 3.2 Appointed Person means a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' Training.

- 3.3 Education Establishment means premises, or other locations, under the jurisdiction of DELL, where students of any age are educated, either formally or informally.
- 3.4 Employer means DELL or Bristol City Council.
- 3.5 First Aid² means the following:
- (a) cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
 - (b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.
- 3.5 Service User means a person or organisation using the Education Establishment.

4. Responsibilities of the Employer

4.1 The Responsibility of the Employer is to:

- establish the First Aid need by risk assessment
- identify suitable employees who are willing to undertake First Aid training and annual refresher training (see Appendix D)
- provide adequate First Aid equipment and facilities (See Appendix B)
- inform employees and site facilities **Managers** of the location of the First Aid personnel and equipment available to them in their working environment. This will be in the form of a standard notice which will be displayed on your Health and Safety notice board at minimum and
- ensure that First Aiders maintain their First Aider or Appointed Person status by attending annual refresher training.

The responsibilities listed above have been delegated to **Headteachers/Managers** for them to discharge in the appropriate manner via their local management procedures.

- 4.2 DELL, on behalf of Bristol City Council, has established the minimum standards required. It is the responsibility of **Headteachers/Managers** to ensure that these standards are achieved and monitored. The monitoring can be achieved by the use of the training matrix database.

² Definition as per Health and Safety (First Aid) Regulations 1981

- 4.3 To enable these delegated responsibilities to be discharged through **Headteachers/Managers**, DELL has established a central register in the form of a training matrix database for maintenance of an up-to-date record of personnel trained in First Aid and to inform **Headteachers/Managers** when they require refresher/requalification training. Although the Occupational Health and Welfare Service keep a record of all training that takes place in their premises, the responsibility for maintaining records for retraining purposes falls upon **Headteachers/Managers**.

5 Risk Assessment of the First Aid Need

- 5.1 It is the responsibility of the DELL Safety Advisors to set and to monitor the minimum standards for the allocation of First Aiders throughout the council. Each Education Establishment can appoint additional First Aiders (above the minimum standard) based upon risk assessments regarding the nature of their services, functions or work locations. Minimum standards for the provision of First Aid cover are shown at Appendix C.

6. Identification of Suitable Employees

- 6.1 **Headteachers/Managers** must ensure that candidates for First Aid training are physically and educationally suited and are willing to undergo training and act as a qualified First Aider. Guidance is provided by Occupational Health and Welfare Service to assist **Headteachers/Managers** to identify suitable candidates (see Appendix D).
- 6.2 **Headteachers/Managers** must ensure that candidates are fully briefed on the role and requirements of being a First Aider. They must understand the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice (see Appendix E).
- 6.3 A completed application form for a place on a training course must be signed by the **Headteacher/Manager** in order to confirm that the candidate has been fully briefed.

7. Role and Responsibilities of First Aiders and Appointed Persons

7.1 The First Aider's and Appointed Person's role includes:

- administration of First Aid, up to but not exceeding the level of their training
- ensuring that any incident and any treatment given is recorded in a suitable local register
- reporting immediately to the Departmental Safety Advisors, by telephone, all incidents requiring the attendance of a student, member of staff or any person at hospital. Please refer to the DELL document "Reporting of Injuries, Diseases and Dangerous Occurrences for Education Establishments, November 2002" for full details of the procedures for incident reporting and investigating.
- ensuring that all spillages of body fluids are cleaned up promptly
- maintaining stocks within the First Aid kit/box (see Appendix B) and
- ensuring, in liaison with management, that appropriate documentation is completed and that reportable accidents are reported to the line **Manager** as soon as possible after dealing with the immediate effects.

7.2 The First Aider's and Appointed Person's responsibilities include:

- ensuring that their own recommended immunisations/injections are up-to-date and
- reporting any illnesses or injuries which would preclude their abilities to administer First Aid, to local management to arrange alternative cover.

7.3 First Aiders also have a responsibility to attend refresher training (annual update in First Aid skills)

8. Responsibilities of the Training Provider

8.1 Any First Aid training must be carried out in line with Health and Safety Executive (HSE) requirements, and by registered and approved providers (Training Approval Service Consortium certificate holders), of which Bristol City Council Occupational Health and Welfare Service is one.

8.2 To maintain consistency in standards of First Aid training, wherever practicable, Bristol City Council employees should be trained by the In-House service provider (ie Occupational Health and Welfare Service). Quality standards are in place, and trainers have expert knowledge of the organisation as a whole.

- 8.3 The role of the training provider (eg the Occupational Health and Welfare Service) is to:
- provide advice and information relating to First Aid at Work, including any changes in regulations or employer requirements
 - provide First Aid training in line with the Health and Safety (First Aid) Regulations, 1981
 - provide refresher training and
 - assess and certify students as competent to approved HSE standards.

8.4 Further information on First Aid training courses can be found in Appendix A.

9. Payment for First Aiders

9.1 An allowance will be paid to all First Aiders who have a valid current First Aid at Work Certificate. This payment acknowledges the individual's training and commitment and is paid in accordance with the current Corporate First Aid at Work Policy.

- 9.2 This payment will be stopped if the First Aider:
- chooses not to continue as a First Aider, or
 - does not attend the 12 monthly refresher courses, or
 - on attendance at the refresher course is found not to be competent, or
 - allows their certificate to lapse, or
 - relocates to a unit/establishment which already has sufficient First Aiders, or
 - leaves the organisation.

9.3 At the **Headteacher's** or local **Manager's** discretion, the allowance may be stopped or suspended if the First Aider is likely to be away from the work base for a considerable period of time, eg long term sickness, home working, unpaid leave etc.

9.4 Appointed Persons do not receive an allowance.

10 Additional Information

10.1 The management of First Aid provision and the relevant arrangements will be part of health and safety audits conducted by Safety Advisors. If Trade Union Safety Representatives have any concerns over the provision of First Aid cover they should raise them with the **Headteacher/Manager**.

11. Indemnity and Insurance

11.1 Where a council employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the council, such as a school pupil, they will be indemnified by the council's liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:

- they are a Bristol City Council officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training
- they are a Bristol City Council officially designated Appointed Person with a current valid Appointed Persons Training Certificate and have attended relevant refresher training
- the relevant personal protective equipment (PPE) is used
- the First Aider or Appointed Person is adhering to protocols and acting within the limitations of their training and
- that the First Aider or Appointed Person is acting in good faith.

11.2 Use of the "Epi Pen"

Members of staff who have been trained in the use of the "Epi Pen", whether by the parent, user or medical staff, will also be covered provided that:

- the member of staff is adhering to protocols and acting within the limitations of their training and
- that the member of staff is acting in good faith.

12. Further Advice

12.1 Advice can be sought from DELL Safety Advisors or the Occupational Health and Welfare Service.

12.2 Further guidance is available in the following publications:

- a. First Aid at Work - "Your Questions Answered" - HSE Pub. IND(G)214
- b. Basic Advice on First Aid at Work; HSE Pub. IND(G)347
- c. RIDDOR explained; HSE Pub HSE31 (rev1)

13. References

- a. Health & Safety (First Aid) Regulations, 1981
- b. First Aid At Work - Health & Safety (First Aid) Regulations 1981 and Guidance; Approved Code of Practice (ACoP); HSE Pub COP42
- c. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995

14. Other DELL Documentation

- a. Corporate Health, Safety & Welfare Policy
- b. DELL Health, Safety & Welfare Policy
- c. Model Health, Safety & Welfare Policy for Education Establishments
- d. Corporate First Aid at Work Policy
- e. Policy on the Use of Minibuses and Designated Vehicles
- f. Policy and Procedures for the Reporting of Incidents of Violence, Injuries, Diseases and Dangerous Occurrences
- g. The Health and Safety Manual for Schools

APPENDIX A

First Aid Training

1 Statutory training

1.1 First Aid At Work

This is the principal First Aid course which covers a wide range of situations from low to high risk. On successfully undertaking training and passing a written and practical assessment, the person will be issued with a First Aid at Work Certificate valid for three years. This qualification is renewable within the valid time of the certificate. Once the certificate date has expired the person will need to attend the full First Aid at Work course.

This course takes place over four days (24 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

1.2 First Aid at Work Refresher

This training requalifies holders of a First Aid at Work Certificate providing they pass their written and practical assessment. Those who wish to renew their certificate must do so before the three year expiry date, ideally 2 years 10 months.

This course takes place over two days (12 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

1.3 Appointed Person

The minimum requirement on an employer is to appoint a person to take charge of First Aid arrangements and any emergency First Aid situation. An Appointed Person can provide **temporary** cover for First Aiders, ensuring that someone is always available to give First Aid immediately following an incident. The certificate is valid for three years.

This course takes place over one day (6 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

2 Non statutory training

2.1 Refresher Training (update in First Aid skills)

This is additional training to ensure that practical skills are maintained and is not an alternative to statutory training. This training should be carried out annually by all designated First Aiders and Appointed Persons.

This course takes place over 3 hours.

APPENDIX B

First Aid Equipment and Facilities

An appropriate environment to render First Aid or allow a person to rest (minor illness) must be provided. This environment should be private, allow access to hand washing facilities, drinking water and toilet facilities and should enable the casualty to sit or lie down as needed.

A minimum of one First Aid box of appropriate size should be provided for each establishment and/or building and any Establishment vehicle. Passenger carrying vehicles (PCV) and minibuses must carry First Aid kits that comply with PCV and Minibus Regulations. Each First Aider should have their own First Aid kit for rapid access in an emergency situation.

All First Aid kits/boxes should be identified by a white cross on a green background and contain the following minimum items:

- 1 guidance card
- sterile dressings, small, medium and large
- individually wrapped sterile adhesive dressings (blue detectable in food preparation areas)
- sterile eye pads
- triangular bandages
- safety pins
- disposable gloves
- 1 bottle of sterile water or normal saline should be supplied where tap water is not available
- individually wrapped moist wipes could be supplied where tap water is not available
- 1 resuscitator mouthpiece and
- pencil and paper.

Quantities should be decided upon in the light of risk assessment, taking into account the numbers of staff and students.

There must be no medication within the First Aid kit/box, and administration of medication in a First Aid situation is not part of a First Aider's role.

Bleach (Sodium Hypochlorite), or one of the available proprietary combined soak and disinfectant products, should be available in the workplace for cleaning up spillages of body fluids but should not be located with, or in, the First Aid box. Clinical disposal bags should also be provided.

Arrangements should be in place for local managers to obtain supplies.

APPENDIX C

	Day Nurseries/ Nursery Schools	Primary Schools	Secondary Schools	Special Schools	Community Education & Other Sites	Competence (Level of competence expected following training attendance)
First Aid	<p>2 persons (1 Full First Aider + 1 Appointed Person (paediatric))</p> <p>A local risk assessment will need to be undertaken to determine whether First Aid cover over and above the minimum standard will be required to take account of local hazards.</p>	<p>2 persons (2 Full First Aiders)</p> <p>Where Infant and Junior Schools share the same site, DELL will accept a minimum of one Full First Aider and 1 Appointed Person per school.</p> <p>A local risk assessment will need to be undertaken to determine whether First Aid cover over and above the minimum standard will be required to take account of local hazards.</p>	<p>*2 persons (2 Full First Aiders + 1 additional full first aider for every additional 100 staff or part thereof + 1 Appointed Person per faculty)</p> <p>A local risk assessment will need to be undertaken to determine whether First Aid cover over and above the minimum standard will be required to take account of local hazards.</p>	<p>2 persons (2 Full First Aiders)</p> <p>A local risk assessment will need to be undertaken to determine whether First Aid cover over and above the minimum standard will be required to take account of local hazards.</p>	<p>Due to the varied types of locations, their sizes and work activities all Community Education, and other sites, should be subject to a risk assessment to determine the First Aid requirements.</p> <p>This also includes the following sites: - Dean Field - Exmouth Camp - Bristol City Football Club.</p>	<p>In compliance with the Corporate First Aid at Work Policy.</p> <p>1a. - FULL FIRST AID AT WORK CERTIFICATE (4 DAYS): On completion of the course delegates will be competent to administer First Aid as per the standard criteria as required by a Health & Safety Executive Approved Course Syllabus and the guidance given by the DfEE guide "Guidance on First Aid for Schools". <u>It is a requirement for all educational establishments, where children up to 7 years are being cared for, to incorporate paediatric first aid.</u></p> <p>1b. - Annual Refresher Training (½ day)**: On completion of the course delegates will have refreshed the skills they attained with respect to the above training - this must include paediatric refresher training where children aged up to 7 years are being cared for.</p> <p>1c. - Three Yearly Full First Aid at Work Certificate Refresher Training (2 Days): On completion of the course delegates will have requalified with respect to the training in (1a) above in order to validate their training for a further three years. Additional refresher training will be required to validate delegates certificates for a further three years with respect to paediatric first aid - <u>requirement for all educational establishments where children up to 7 years are being cared for.</u></p> <p>2a. - APPOINTED PERSONS CERTIFICATE For Educational establishments where there are no children 7 years or below: i) APPOINTED PERSONS CERTIFICATE (1 Day): On completion of the course delegates will be competent to take charge of a first aid arrangements and any emergency First Aid situation, as required by a Health & Safety Executive Approved Course Syllabus. For Educational establishments where there are children 7 years or below: ii) PAEDIATRIC FIRST AID (1 Day): On completion of the course delegates will be competent to take charge of a first aid arrangements and any emergency First Aid situation involving children under 7 years old, as required by a Health & Safety Executive Approved Course Syllabus.</p> <p>2b. - Three Yearly Appointed Person Refresher Training (1 Day): For Educational establishments where there are no children 7 years or below: APPOINTED PERSONS REFRESHER (1 Day) On completion of the course delegates will have requalified in the skills they attained with respect to the training identified in (2ai) above in order to validate their certificate for a further three years. For Educational establishments where there are children 7 years or below: PAEDIATRIC FIRST AID (1 Day): On completion of the course delegates will have requalified in the skills they attained with respect to the training identified in (2aii) above in order to validate their certificate for a further three years.</p> <p>** - This is a Bristol City Council policy requirement.</p>

APPENDIX D Selecting a Person to be Trained as a First Aider

The following information is provided as per the current Occupational Health and Welfare Service policy.

A person should be selected on the basis of their reliability, willingness to become a First Aider; a disposition to dealing with sick or injured persons; good communication skills.

Their aptitude and ability to absorb new knowledge, and their ability to cope with stressful and physically demanding emergency situations is essential.

Essential physical requirements.

Bend down and kneel on the floor and bend over to administer First Aid including resuscitation.

Have no muscular or skeletal injuries to prevent completing First Aiders tasks.

Have the ability to move in awkward places (eg confined spaces).

Have the ability to administer ventilation (breaths) over a period of ten minutes.

Have no medical condition that will prevent them from giving treatment to casualties.

Educational ability.

Ability to absorb new knowledge.

Accept responsibility.

Pass written and practical assessments

Other requirements

Be prepared to complete a short questionnaire in line with health requirements

Be prepared to be immunised in line with recommendations

Their normal duties should normally allow them to go immediately to deal with an emergency.

A standard application form can be obtained from Occupational Health and Welfare which covers physical ability and educational requirements. Where the Occupational Health and Welfare Service is used as the training provider they will assess physical and emotional suitability by questionnaire and/or interview.

Immunisation Recommendations for First Aiders

The following information is provided as per the current Occupational Health and Welfare Service policy.

Tetanus:

Immunisation is recommended for the entire population, and by school leaving age most people will have received five doses of Tetanus immunisation.

Those who have not received immunisation in childhood should receive a course of three immunisations with booster doses at 10 and 20 years.

Booster doses are not required where individuals have had a total of five immunisations against Tetanus in their lifetime, except at the time of a tetanus-prone injury.

Hepatitis A:

Immunisation is recommended for employees working in residential care with clients who have learning disabilities, and for workers exposed directly to sewage or other human faecal matter.

One year of protection is given by a single dose of immunisation. A booster dose one year later can be expected to provide effective immunity for ten years. Immunisation requirements should then be reviewed.

Hepatitis B:

Immunisation is now recommended for employees where risk assessment shows a reasonable risk of exposure to used needles, human bites, or to any human body fluids other than saliva, urine or faeces.

Immunisation is therefore recommended for:

- staff employed in residential facilities for the care of children and adolescents
- social workers involved in the care of children and adolescents
- staff having regular physical contact with children or adults with learning disabilities
- probation officers and other staff coming into regular contact with prisoners or offenders of any age
- community care workers
- Contract Services employees who work in council properties and
- First Aiders

The immunisation programme consists of three doses of vaccine and a blood test following these to determine if immunity has been established. There are a small percentage of people who even though they receive the vaccine, do not acquire immunity.

It is recommended that individuals seek immunisation through their GP. In some circumstances there may be a charge for the vaccine and subsequent titre tests, in which case the employer should reimburse first aiders.